**Guidelines for Idaho State Board of Education**

**Letters of Notification**

Purpose

Idaho State Board of Education (SBOE) provides policies regarding the processes required for particular types of changes to academic program components. These guidelines provide information to guide faculty in the preparation of materials for submission to the SBOE.

Requirements and Definitions

**Letters of notification** are needed in the following circumstances:

New, modification, and/or discontinuation of academic program components; program name or title changes to degrees, departments, divisions, colleges, or centers; or changes to Classification of Instructional Programs (CIP) codes require a formal letter notifying the Office of the State Board of Education prior to implementation of such changes. (Policy III.G.3.c)

Academic program components are defined as follows:

Academic Program Components shall include options, minors, emphases, tracks, concentrations, specializations, and cognates as defined by each institution. (Policy III.G.1.e.)

ISU Processes

**Changes to Program Components** will go through the following steps:

1. Planned changes are approved by the department chair or unit director, upon recommendation of the faculty, and the department completes the appropriate Undergraduate Curriculum Council or Graduate Council proposal. In addition, the chair/director completes the SBOE Letter of Notification Request Form.
2. The proposal and request form are submitted to the college dean for approval.
3. The proposal is submitted to Undergraduate Curriculum Council or Graduate Council for approval.
4. Simultaneously, college dean submits the Letter of Notification Request to the associate vice president for undergraduate affairs.
5. Council of Deans accepts the minutes of the meeting at which the proposal was approved by UCC or GC.
6. The associate vice president works with management assistant for the provost to prepare letter of notification to SBOE on behalf of provost.
7. Provost approves and signs the letter, and the management assistant submits the letter to the SBOE for final approval.

Because both the internal and external review process can take up to a few months, the Office of Academic Affairs recommends that requests for letters be **submitted by September 15** of the year before the changes are expected to go into effect for the best likelihood of timely approval.

**Name Changes and Changes to CIP Codes** go through the following steps:

1. Planned changes are approved by the department chair or unit director, upon recommendation of the faculty, and department submits SBOE Letter of Notification Request Form to college dean.
2. The college dean approves the change and forwards the Notification Request Form to the associate vice president for undergraduate affairs.
3. The associate vice president works with management assistant for the provost to prepare letter of notification to SBOE on behalf of provost.
4. Provost approves and signs the letter, and the management assistant submits the letter to the SBOE for final approval.

Because both the internal and external review process can take up to a few months, the Office of Academic Affairs recommends that requests for letters be **submitted by September 15** of the year before the changes are expected to go into effect for the best likelihood of timely approval.